



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96205-5237

11 SEP 2008

REPLY TO
ATTENTION OF:

FKCC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Forces Korea (USFK) Command Policy Letter #20, Performance Evaluations

1. This policy supersedes USFK Command Policy #20, 16 July 2006. It remains in effect until specifically rescinded or superseded.
2. References:
 - a. National Security Personnel System Statute (Public Law 110-181).
 - b. Department of Defense (DoD) 1400.25M, Civilian Performance Management, Subchapter 1940-Performance Management, 19 September 2007.
 - c. Army Regulation 690-400, Total Army Performance Evaluation System, 16 August 1998.
 - d. Army Regulation 623-3, Evaluation Reporting System, 10 August 2007.
 - e. Department of the Army Pamphlet 623-3, Evaluation Reporting System, 13 August 2007.
 - f. Air Force Instruction 36-2406, Officer and Enlisted Evaluation Systems, 15 April 2005.
 - g. Air Force Instruction 36-1001, Managing the Civilian Performance Program, 1 July 1999.
 - h. Bureau of Naval Personnel Instruction 1610.10A, Navy Performance Evaluation System, 20 September 2005.
 - i. Marine Corps Order P1610.7F, Performance Evaluation System, 11 May 2006.
 - j. Marine Corps Order 12410.24, Civilian Leadership Development, 26 June 1997.
 - k. Marine Corps Manual with Change 1 through 3, 1980.
3. This policy applies to all USFK military members and civilian employees.

This letter can be found at <http://www.usfk.mil/USFK/index.html>

FKCC

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4. Taking care of people is a commander and leader principal responsibility. A key requirement of leadership is ensuring performance evaluations for Service members and civilians are prepared and submitted in a timely and accurate manner, according to the regulations and policies of each Service. There is no excuse for a late report. The common denominator between the Services is to document the performance of the individual and identify the potential for advancement. Performance reports are written communication to selection boards for advancement, command and leadership positions, and school selection. As each Service has its own culture regarding the preparation of evaluations, I encourage leaders that evaluate USFK members of a different Service to seek the "Service Culture" advice of a senior USFK member of that Service. Evaluation reports should hit the evaluator's intended targets for promotion, school selection, and future assignment opportunities.

5. The importance of accurately documenting the performance of those we lead is a fundamental command and leader responsibility. My intent in publishing this policy letter is to ensure all commanders and leaders fully understand my intent regarding the criticality of timely and accurate reports. Again, there is no excuse for a late report.

6. POC for this policy is J1, Personnel Policy and Programs Branch, 723-4718, usfkjmod@korea.army.mil.



WALTER I. SHARP
General, U.S. Army
Commanding

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